



**CITY OF LODI  
COUNCIL COMMUNICATION**

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**AGENDA TITLE:** Monthly Protocol Account Report

**MEETING DATE:** January 19, 2005

**PREPARED BY:** City Clerk

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**RECOMMENDED ACTION:** None required, information only.

**BACKGROUND INFORMATION:** The City Council, at its meeting of July 19, 2000, adopted Resolution No. 2000-126 approving a policy relating to the City's "Protocol Account." As a part of this policy, it was directed that a monthly itemized report of the "Protocol Account" be provided to the City Council.

Attached please find the cumulative report through December 31, 2004.

**FUNDING:** None required.

  
Susan J. Blackston  
City Clerk

SJB/jmp

Attachment

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**APPROVED:** \_\_\_\_\_  
Janet S. Keeter, Interim City Manager

**PROTOCOL ACCOUNT SUMMARY**  
**Cumulative Report**  
**July 1, 2004 through December 31, 2004**

Date	Vendor	Description	Amount	Balance
				<b>Starting Bal. \$15,000.</b>
07-07-04	Paper Direct	Invitation, envelopes, and program paper for the 08/26/04 Boards & Commissions Reception	278.40	
07-07-04	US Flag.com	California flags #50 (handouts for student tours)	91.95	
07-07-04	Oriental Trading	Decorations for the 08/26/04 Boards & Commissions Reception	91.15	
07-07-04	#1 Party Supplies	Decorations for the 08/26/04 Boards & Commissions Reception	77.52	
07-19-04	Lakewood Drugs	Clock, grape theme Farewell gift to former City Manager (09-02-04)	65.67	
07-21-04	Lasting Impressions	Brass plates and engraving Farewell gift to former City Manager (09-02-04)	26.94	
07-27-04	Albertsons	Decorations for the 08/26/04 Boards & Commissions Reception	2.88	
08-10-04	Touch of Mesquite	Catering services, food & beverages for the 08/26/04 Boards & Commissions Reception	3,682.62	
08-10-04	Jack Gonsalves	Magician for the 08/26/04 Boards & Commissions Reception	225.00	
08-10-04	Touch of Mesquite	Catering services, food & beverage for the 09/02/04 farewell reception for former City Manager Flynn	971.37	
08-12-04	Hutchins Street Sq.	Security for the 08/26/04 Boards & Commissions Reception	120.00	
09-02-04	Safeway	Cookies for the 09/02/04 farewell reception for former City Manager Flynn	24.96	
09-08-04	Presenta Plaque	Wood Boards for Certificates of Recognition	396.20	
09-09-04 date of MasterCard payment	Flower Baskets by Betty	Floral arrangement sent to Emily Howard from Council on birth of baby	50.00	
10-06-04	Guild Cleaners	Cleaning of two tablecloths	24.51	
11-03-04	Marshall's	Photo frame for outgoing Council Member gift	16.15	

11-08-04	Black Tie	Catering services for 12-1-04 Council reorganization reception	1000.00	
11-14-04	Black Tie	Catering services for 11-18-04 City Manager first interviews – Brkfst/Lunch/Dinner	1000.00	
11-15-04	Lasting Impressions	Two Community Service Awards, & engraving for perpetual plaque	97.20	
11-18-04	Lasting Impressions	Outgoing Mayor plaque, and engravings for outgoing Council Member gifts	114.00	
12-10-04	Touch of Mesquite	Catering services for city manager finalists reception & special meeting	504.70	
12-14-04	Specialty Cakes	Holiday baked goods delivery by Council to all City Depts.	488.00	
12-29-04	Black Tie	Wine for 11-18-04 city manager interview panel dinner <i>(late request)</i>	150.00	
			<i>Total Expenditures:</i> (\$9,499.22)	<i>Ending Bal.</i> <b>\$5,500.78</b>